

ATTENTION ALL USERS OF DOI CONTRACTED FLIGHT SERVICES:

Your timely and efficient access to safe commercial aviation flight services continues to be a high priority to the Office of Aviation Services (OAS – formerly the Aviation Management Directorate). We understand that emergency operations and many projects rely upon aviation services to complete the mission.

Many of your organization's financial systems have either already converted, or will in the near future convert, to the DOI Financial Business Management System (FBMS). Key aspects of FBMS is rigid financial controls over availability of funds to pay for specific work, financial agreements between agencies, contractual obligation of those funds under specific contracts, and obligation of funds before you use contracted aircraft services. The Department has determined that aviation is not an exception to this rule. Because the funding is held within the bureau we have no funds to pay the contractors you use.

There are new FBMS related tasks/responsibilities held by aviation users, aviation contractors, contracting officers, and financial specialists. Communication is key to our future success so we have developed the following set of FAQs that we hope will answer most of your questions.

Question 1) When does this requirement take effect?

Answer 1) The Office of the Secretary (where OAS is located organizationally) fully implemented FBMS **October 1, 2011**. All requirements of FBMS were in effect on that date.

Question 2) What must be done to obligate funds in advance of any flight?

Answer 2) The user of the aircraft must ensure that an Interagency Agreement (IAA) has been completed by their agency and accepted by OAS. That document will identify the amount, purpose and source of the funding.

Question 3) How does OAS know when the actual work will be done, which IAA will fund the work, which contractor will be used, and which specific aircraft make and model will be ordered?

Answer 3) The attached OAS-91 (also posted on the OAS website) must be completed by the ordering office/individual **PRIOR TO USE**. The form's first page includes all of the details needed by OAS to complete the written contractual order with the chosen contractor. ***Note: This form was previously released but has been updated effective 01/12. Please discontinue use of any previous versions.***

Question 4) Is the OAS-91 needed for every flight when the same IAA and funding will be used to pay for all of the use?

Answer 4) A single OAS-91 will suffice (and is strongly encouraged) as long as the planned flight(s) (one or more) will cost less than the amount estimated on the OAS-91, performed by the same contractor, same aircraft make and model, same performance period for all of the planned work, and the same

funding source. To the contrary, when any of the above factors change from the original order, a separate OAS-91 Modification is required.

Question 5) What happens when a new order is needed but paid for by the same funding source identified within the IAA (ex. A new order is needed in this example because a different contractor, different location, different performance period, etc)?

Answer 5) A new OAS-91 must be created and submitted to reflect the new project.

Question 6) Is the OAS-91 needed for all agreements and contracts.?

Question 6) Yes, the OAS-91 will generate contractual orders by OAS for all ARA, On-Call and may be used under Exclusive Use contracts. (NOTE: The AMD-16 may continue to be used by organizations that are familiar with the form to fund exclusive use contracts.)

Question 7) What are pages 2 and 3 of the OAS-91 for?

Answer 7) This document replaces the Best Value Determination Form under the ARA and 'Order' forms required under the SEAT, Small Helicopter, and Air Tactical On-Call contracts. The Best Value Comparison can also be used to better estimate the value of the order. We must establish an estimated value greater than the actual use because a short-fall will result in non-payment to the contractor and a bunch of work for both you and the CO to fix it. That's why the document is used for both On-Call and Exclusive Use contracts. This documentation will also help the Contracting Officer document that competition was considered (required by the acquisition regulations) before a contractor is selected.

Question 8) What is the purpose of the level of detail found under the Best Value Comparison?

Answer 8) It's important to be as accurate as possible when we compare contractors' pricing, but it's just as important to create a realistic estimate on the OAS-91. Why? Because if we are just one penny short of having enough money to pay the contractor's bill....see question and answer 9!

Question 9) What happens if something changes, such as a switch to a different contractor or I need to increase the estimated cost?

Answer 9) This will occur and we recognize that contractors/government user sometimes need to cancel or change a mission, ie. a different aircraft is furnished and you accept the change, the performance period changes, or the costs exceed your estimate. The OAS-91 Modification (check the Modification block on the form) MUST be completed by the ordering office/individual. If it isn't, the new contractor, the new aircraft, the changed performance period or the increased costs will not be reflected in AMS nor FBMS. **The contractor can't be paid until the original order is modified,** Your attention to these situations is critical.

NOTE: Since October 1, 2011, over 50 percent of all bureau estimates have fallen short of the actual costs. That means we have had to hold up the contractor's payment, contact the bureau user, obtain

additional funding, modify the purchase order to add money, and have the contractor submit a new invoice.....please be realistic but not overly conservative!!!!

Question 10) How will emergency funding be made available to OAS by the bureaus'/USDA FS?

Answer 10) We recognize that emergency missions cannot be predicted. **DOI** Fire suppression funding, like non-suppression, may be provided by a national level IAA by your Bureau. Each bureau is choosing to fund these actions using different approaches. **Non-DOI** users must ensure that an IAA is in place to cover your agency's emergency and non-emergency expenditures.

Question 11) How do I get an OAS-91 placed before I place an emergency order for flight?

Answer 11) We recognize that in many cases you cannot pre-fund nor document the order in advance of an emergency flight. We will accept post emergency response IAAs and OAS-91s for these situations. But remember, the contractor won't get paid until the paperwork is submitted asap after the use.

Question 12) Does it matter if a Bureau's accounting codes are accurate on the AMD-23E?

Answer 12) We have no means to validate the accuracy of your accounting codes on the 23E. We charge the Bureau based upon the fund code information found on the IAA and the bureau uses the coding you provide on the 23E to internally adjust your budget if it is to be charged precisely. If your information on the 23E is not accurate then your internal accounting won't be accurate either.

We understand that this process change will add to your already busy workload and we appreciate your cooperation as we all better understand how our tradition of unimpeded access to aviation resources is affected by these requirements.

If you have any questions or concerns, please do not hesitate to contact one of the following individuals, dependent upon the scope of your need.

Development of New Interagency Agreements (IAA)	Your Bureau Contracting Office/Grants and Agreements Program
Management of Existing IAA	Jackie Guthrie (OAS) (208) 433-5074 or your bureau contracting office (depends upon your question)
Linking flights with specific task orders	Government AC Manager/Contractor
Difficulty locating the order in AMS	Sherry Lambert (208) 433-5035
Payment status	Wendy Venable (208) 433-5036
General AMS assistance	Dale Gaston (208) 433-5042
Contract questions	The OAS Contracting Officer